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The Challenge, 1962

Bethune-Cookman University

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1962



The CHALLENGE

BETHUNE-COOKMAN
COLLEGE

Daytona Beach, Florida

STUDENT HANDBOOK



BETHUNE-COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

Printed 1957 — Revised 1962

FOREWORD

Students admitted to Bethune-Cookman College are expected to conduct themselves as good citizens in the college community. In an effort to make sure the students know what is meant by the phrase "Good Citizen" certain definite standards have been established as a guide for them. This handbook is published to provide a convenient source of information about standards, policies, activities and other essential facts which members of the B-C.C. family need to know.

By living and learning cooperatively during their college years, students can achieve unusual distinction in the development of worthwhile personality traits. The hope of the administration is that each student will share in the responsibilities and opportunities of Bethune-Cookman.

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DR. RICHARD V. MOORE
PRESIDENT

WORDS OF WELCOME FROM THE PRESIDENT

I am delighted to welcome you to membership in the Bethune-Cookman College Family. This is a high moment in your life. It is also a high moment in the life of Bethune-Cookman College. This serious and solemn occasion commits you to duties and relationships that will last as long as life itself. Your matriculation as a college student should not be—and I am sure is not being—taken lightly. It is the beginning of a life in which you will dedicate your talents to new ends. To be a college man or a college woman carries with it obligations with respect to speech, thought, conduct and purpose you cannot escape.

The action you take today is irrevocable. There is no turning back. It calls you to a lifelong search for truth, a lifelong love of learning, a lifelong concern for ideas and ideals. It also commits you to loyalty to the College. Regardless of the duration of your stay, you are now a part of Bethune-Cookman College. From this day forward, Bethune-Cookman College will be publicly identified with you, and you with Bethune-Cookman College. The College will be judged by you, praised or blamed by what you do. This Student Handbook, THE CHALLENGE, is our formal recognition that we have given you our name, have linked our future with yours, and have conferred a privilege and honor that we hope will prove to be among your dearest possessions.

In the event my office can be of assistance to you in any way during your educational sojourn on our campus, please let me hear from you.

RICHARD V. MOORE,

President

A WORD FROM THE DEAN OF INSTRUCTION

We WELCOME you to your new home. You have taken a significant step in a positive direction. The real test comes, however, with the manner in which you take the other steps necessary for the realization of your goal.

Bethune-Cookman College is dedicated to a Christian mission in an atmosphere of genuine hospitality, sound principles of morality, and a serious intellectual climate. The degree to which the ideals of the College in this mission are realized rests largely with you—your personality, your seriousness of purpose, your basic character traits and the use to which you use and develop your abilities and talents. We look forward to your presence and the potential contribution you can make to the on-going of the rich traditions developed through the years by the student-generations that have passed through our Sacred Walls.

As college students, you will be held more responsible for your own personal and educational growth. The manner in which you seek and accept advice from the more mature minds, will greatly influence your success in college and in life.

Our Office stands ready to aid you with any problems which our facilities and personnel can help solve.

We look forward to greeting each of you personally and acquainting you in more details with the opportunities and obligations which our college has to offer.

WELCOME FROM THE DIRECTOR OF STUDENT WELFARE

The Bethune-Cookman College Family welcomes you to its circle of warm and congenial friendship. It is our hope that your stay at the college will prove one of the most cherished experiences of your life. You will form friendships which will have a lasting and valuable meaning throughout your lifetime. New horizons will open up for you, and helpful experiences gained which will prepare you to live a full and abundant life.

We employ you to enter into the circle of the college family with a spirit of cooperation and usefulness. In so doing, you will grow to full stature and embody those fundamentals which make for a useful and dynamic citizenship. The legacy which was left to us by our founder and president emeritus is an inheritance of no small means. It will pay off in great dividends in the future. Her spirit serves as a motivating force to push you on to your desired goals. Select well your associates; put "first things first"; in planning your program, budget your time in good study habits; choose a limited number of extra-curricular activities in which to participate. Finally, keeping in mind at all times that you are among the selected few to pursue a higher education, and that you owe an undying responsibility to your parents, your community, your state and nation to make the world a better place in which all men may live in peace and dignity.

EDWARD R. RODRIGUEZ,



GENERAL INFORMATION

LOCATION

Bethune-Cookman College is situated at Daytona Beach, in Volusia County, Florida. The main line of the Florida East Coast Railroad passes about eight blocks from the main campus. The Florida Greyhound bus arrives at the station which is approximately eight blocks from the campus. Adequate taxicab service is available.

The College is located at the corner of Second Avenue and McLeod Street, within two blocks of business centers, churches and the theatre. The shopping centers of Daytona Beach are within a half mile of the College. The College is unique with its combination of location and educational advantages. On the East Coast, the College has within ready access forests, lakes, the Atlantic Ocean, Band Shell, Peabody Auditorium, unusual geological phenomena, ruins of the earliest Indian culture—all the resources necessary for invigorating activity and serious study. Our variety stores, Walgreen and Howard Johnson have integrated eating facilities.

HISTORICAL SKETCH

Bethune-Cookman College evolved from the merger of two Florida educational institutions—Cookman Institute of Jacksonville and the Daytona Normal and Industrial Institute of Daytona Beach.

Cookman Institute was founded in 1872 by Rev. D. S. B. Darnell. It was the first institution of higher education for Negroes in the State of Florida.

Daytona Normal and Industrial Institute was founded in 1904 by Mary McLeod Bethune. This institution was founded on faith and was maintained during its early years as a result of great struggle and hardship. Its initial purpose and organization was to provide industrial and literary training, on the elementary and high school level to girls only. Beginning with five little girls, the influence and service of this unique school grew; its plant was expanded and through the contacts and activities of its dynamic founder, it became nationally known within twenty years of its establishment.

SIGNIFICANT EVENTS

- 1872—Cookman Institute was founded by Rev. D. S. B. Darnell in Jacksonville, Florida.
- 1904—The Daytona Normal and Industrial Institute was founded by Mrs. Mary McLeod Bethune.
- 1923—Bethune-Cookman College evolved from the merger of two educational institutions (Cookman Institute of Jacksonville and the Daytona Normal and Industrial Institute of Daytona Beach.)
- 1936-1941—Particular stress was placed on the improvement of the curriculum and the standardizing of each division. Tireless efforts were given to the strengthening

- of the Teacher-Education Department.
- 1936—The High School Department was discontinued and the entire emphasis of the College and its constituency was placed on the Junior College work.
- 1941—In order to meet the need so apparent in the State, Bethune-Cookman College expanded the Teacher-Education curriculum to the four-year level, offering elementary education.
- 1942—December 15, the founder, Dr. Mary McLeod Bethune retired, becoming President-Emeritus, and James A. Colston was elected to the presidency of the institution.
- 1943—May, degrees were conferred upon the first group of four-year graduates.
- 1946—The Institution became a Senior College accredited by the State Department of Education and the Southern Association of Colleges and Secondary Schools, with a "B" rating.
- 1947—Richard V. Moore was elected to the Presidency of Bethune-Cookman College June 1.
- 1947—December, Bethune-Cookman College was duly approved by the Attorney-General for non-quota Immigrant Students in accordance with the Immigration Act of 1924.
- 1948—January, Bethune-Cookman College received an "A" rating by the State Department of Education and the Southern Association of Colleges and Secondary Schools.

- 1954—Observance of the 50th Anniversary of Bethune-Cookman College; dedication of the Moore Gymnasium.
- 1955—May 18, Dr. Mary McLeod Bethune, Founder, President-Emeritus, died.
- 1960—Admitted to full membership to the Southern Association of Colleges.
- 1960—Dedication of the Rev. S. Marion Weeks Memorial Prayer Room (second floor of White Hall).
- 1961—Dedication of the Gertrude Hotchkiss Heyn Memorial Chapel (located on first floor of White Hall).



TRADITIONS AND CUSTOMS

All members of the Bethune-Cookman College family are expected to become acquainted with the traditions of the institutions and to attend the important events which this section of your Handbook is designed to explain.

Founder's Day: October 3rd each year, when the College rededicates itself to the fundamental purpose for which the institution was founded.

Oak Street Pilgrimage: Freshmen and new students trek to the original site of the College. This event takes place during the first week of school in the Fall.

Homecoming: Alumni are formally welcomed to the campus on one football Saturday each Fall. Outdoor decoration of dormitories and other campus buildings, a parade, games, and a dance are highlights of the day. "Miss Homecoming", elected by the students, is crowned the Friday before Homecoming in a ceremony filled with pomp and dignity.

Maroon and Gold Day: Students who have achieved leadership in service and extra-curricular activities are honored in assembly. Athletes receive their letters for participating in football, basketball, track, tennis, golf and field events. Members of the Choral, Band and Dramatic Groups receive awards for outstanding achievement.

Honors Convocation: Persons who have rendered outstanding service to the College and communities are honored at this convocation, held in connection with the annual meeting of the Board of Trustees of the College.

Mid-Week Worship: A service of prayer devotion and inspiration is conducted on Wednesday by the Chaplain.

Religious Emphasis Week: During the month of March, a week is set aside for religious services held both morning and evenings, planned by the religious life committee.

Student Government Day: For one entire day, the College is administered completely by student leaders elected by the student body.

Founder's Birthday Memorial Service: On July 10 the College Family joins in services, paying tribute to the Founder's birth date, Dr. Mary McLeod Bethune.

Founder's Memorial Service: On May 18th the College Family joins in a grave-side ceremonial service honoring the Founder, Dr. Mary McLeod Bethune.

Community Meeting: Sunday afternoons at 3 o'clock, the College Family assembles with friends from the community and visitors to Daytona Beach for a cultural meeting.

Senior Consecration Service: During the commencement season, the College conducts a service at which the graduating seniors dedi-

cate themselves to usefulness. Beautiful and impressive, it represents the College emphasis on the spiritual aspect of life.

Senior-Alumni Breakfast: On the Sunday before commencement, the graduating seniors, faculty, trustees, parents and friends meet at breakfast with the Alumni in an impressive setting.

Baccalaureate Service and Commencement: All students are required to attend religious service and the formal graduation and commencement held at the end of the academic year. This same requirement obtains for the Summer session.

Junior-Senior Prom: This outstanding social event of the year is sponsored by the junior class to honor graduating seniors.

In addition to these traditional events, there are certain customs which are observed by the Bethune-Cookman College Family:

1. All students stand during the playing or singing of the Alma Mater. The same procedure is followed with respect to the Alma Mater of another school.

2. Male students wear their coats and ties to special assemblies and to social and cultural activities. Male students who disregard this practice are violating good social graces.

3. Orderliness is important. We do not litter the campus, but as good citizens remove scattered bits of paper if we see any in passing.

4. Students are asked to refrain from smok-

ing on the main areas of the campus, such as in front of White Hall, Library, etc.

5. Students are asked to refrain from loitering on the front of the campus.

6. All scheduled activities start on time; students are expected to be present before the appointed time. Punctuality is a campus tradition.

7. Visitors are welcomed when they appear on our campus. A good B-C, C, citizen offers his aid to guide a stranger on the campus and speaks a word of appreciation to visiting guests and friends.

8. Every student should know the symbolism of the campus Tombstone.

School Colors: Maroon and Gold.



ACADEMIC PROGRAM

ACADEMIC PROGRAM

Application for admission to the College must be submitted on an application blank which may be secured upon request from the Registrar. An application fee of \$10.00 (money order or check, made payable to Bethune-Cookman College) must be filed with the application blank of all new students. This fee is not refundable. A transcribe of last school attending, recommendation and health blanks must be submitted.

GRADING SYSTEM

A: Excellent, 4 grade points per semester hour; B: Good, 3 grade points per semester hour; C: Average, 2 grade points per semester hour; D: Poor, 1 grade point per semester hour; F: Failure, Minus one grade point per semester hour attempted; WF: Withdrew Failing; WP: Withdrew Passing.

(The grade point average is obtained by dividing the number of grade points by the number of semester hours attempted.) Students with a cumulative average of less than 2.00 or "C" may be put on probation or dropper. (See catalogue for details).

Withdrawal:

When a student finds it necessary to withdraw from the College during the semester, he should execute the proper forms through the Office of the Dean of the College. Failure of

the student to follow this procedure will result in an "F" for work taken and a charge for the full semester's work.

When a student is required to withdraw as the result of poor scholarship or because of disciplinary action, he forfeits his rights and privileges as a member of the College Family, as well as fees paid in advance.

HONORS AND DEAN'S LIST

1. At the end of each semester the following rosters of students who have earned the stated average while carrying a full load for that semester are prepared: Dean's list . . . Grade point average of 3.5 or above; Honor Roll . . . Grade point average of 3.25 through 3.49; Honorable Mention . . . Grade point average of 3.0 through 3.24.

2. Students are eligible for the following honors at graduation for excellence in scholarship; Cum laude . . . 3.0; Magna cum laude . . . 3.5; Summa cum laude . . 3.7. Students receiving these honors must have done at least two continuous years of residence work at Bethune-Cookman College.

CLASS ATTENDANCE

STUDENTS are expected to attend all the meetings of the courses in which they are registered. A student should not expect to receive credit for a course in which he has not been in attendance for at least seventy-five per cent of the class meetings.

OFFERINGS

(Below are basic offerings at Bethune-Cookman College)

Division of Education:

- Elementary Education
- * Professional Education
- * Kindergarten
- * Psychology and Special Education

Division of Humanities:

- * Art
- English
- * Modern Languages
- Music
- Religion and Philosophy
- * Speech

Division of Science and Mathematics:

- Biology
- Chemistry
- Mathematics
- * Physics

Division of Social Science:

- Business Education
- History
- Physical Education
- * Sociology
- Social Science
- * Bethune-Cookman College does not offer a major in this area

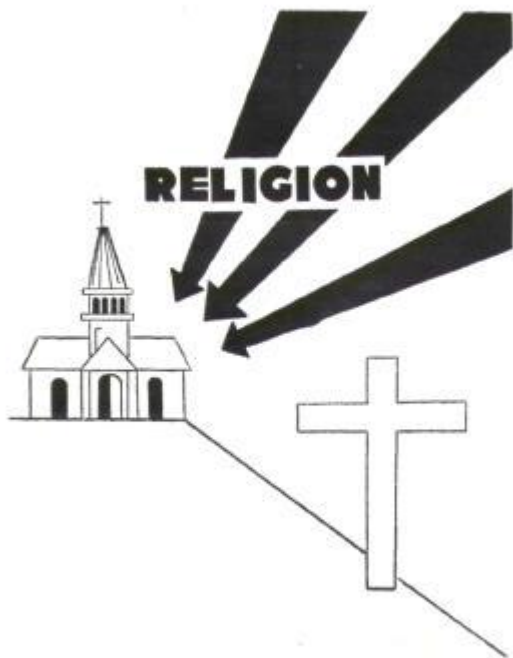
GRADUATION REQUIREMENTS

BEFORE a student is graduated by Bethune-Cookman College he must comply with the following requirements:

1. Spend at least one full year of residence in study at Bethune-Cookman College. The entire last year of study must be pursued in residence at the college.

DEGREES

STUDENTS who satisfactorily complete the four-year program will receive the Bachelor of Arts Degree in Music, Modern Language, History, English, Religion and Philosophy, Social Science—or the Bachelor of Science degree in Biology, Chemistry, Mathematics, Physical Education, Business Education or Elementary Education. (See catalogue for details.)



RELIGION

Basic in the philosophy of Bethune-Cookman College is the concept that education, combined with the Christian perspective of life, is essential to the building of men and women for leadership in any age. It is at this point that our College is committed to an ever expanding program of religious opportunities for both our students and faculty; and, indeed, our entire College Family. We use the term "program" loosely to describe our constant effort to make religion felt in every phase of college life, and not to indicate by any means that our Christian witness is bound by formality or curriculum.

Our weekly worship services are designed to attract the entire College Family to an hour of prayer and dedication, and the participants are drawn from every area of the College, including students, faculty and administrative personnel.

The S. Marion Weeks Memorial Prayer Room is located on the second floor of White Hall. It is well appointed, containing the latest in sanctuary furniture (altar, pews, carpeting, etc.) for the comfort of all who would pause for personal prayer or worship experiences for small groups.

Our College observes on an interdenominational basis the Service of Holy Communion three times each year.

We are proud of the outstanding record of

the Hackett Bible School through the years. Meeting each Sunday morning, this voluntary organization engages the cooperation of both teachers and students in weekly Bible study and varying religious activities.

Membership in the YW and YMCAs is a must at Bethune-Cookman College, giving each student the opportunity for contact with Christian students across America and in other parts of the world.

Bethune-Cookman College encourages denominational groups to organize on the campus, forming the student groups to their faiths, and giving them the feeling of home away from home. At present the Episcopal, Methodist, Catholic, and Baptist students are organized, each group having faculty sponsors.

All religious activities on the campus are coordinated through our Committee on Religious Life, made up of faculty, administrative, and student personnel, under the guidance of the College Chaplain. This committee is responsible each year for planning for the observance of Religious Emphasis Week on the campus, bringing to the College Family outstanding religious and educational personalities from all over America.



SERVICES AND FACILITIES

Student Welfare Office

This office is located on the second floor of White Hall and is operated by the Director of Student Welfare. The objectives and duties of this office are to initiate, coordinate, and supervise such programs or affairs as affect, involve, or relate to the personal, social, moral or vocational growth of the students. Among its varied activities are:

FRESHMAN ORIENTATION: The heart of this program is a week of activities provided for new students at the beginning of each semester which allows the College and the student to get an informal introduction to each other. Minor aspects of the orientation program may extend throughout the year.

GUIDANCE AND COUNSELING: The program of guidance and counseling is conducted by the members of the Personnel Department, Dean of Men, Dean of Women, and Dormitory Counselors, under the coordination of the Director of Student Welfare. While the student is expected and urged to seek first the services of his Personnel Deans or Dormitory Counselors, he is privileged to come to the Student Welfare Office for counseling at any time.

VOCATIONAL GUIDANCE: The Welfare Office has a wide variety of material dealing with occupation and the world of work. Stu-

dents are invited to explore this material as well as receive additional aid on the problem of choosing a career. During the school year, a special week is utilized in pointing up or highlighting vocational opportunities and careers.

SOCIAL ACTIVITIES: A social program for the student body is conducted by the Office of Student Welfare. It initiates some, and at other times permits student groups and organizations to plan and conduct social activities which contribute to the welfare of the whole student body.

THE CHAPLAIN'S OFFICE

The Chaplain's Office is located in Room 22 of White Hall, and is always available to each student. Whether he seeks counsel in some personal or family problem, make contact with your Minister or Church back home, desire information as to the vast opportunities in the field of Religion, or merely wish to pursue religious periodicals or chat about some part of our Religious Life Program, Please come in and feel perfectly at home.

CULTURAL OPPORTUNITIES

In addition to classroom education, Bethune-Cookman College offers a well-rounded program of cultural experiences. Many of these are in the form of extra-curricular activities for student participation. Interested and qualified persons may become members of the College Band, Choral Groups, Dramatic Group, and other organizations functioning on

the campus.

The Lyceum series brings many outstanding lecturers and concert artists to the campus.

HEALTH SERVICE

The College maintains a Health and Physical Fitness Program for all students. These services include:

1. The Physical Examination of every new student in order to advise him concerning physical defects.

2. Dispensary service for students.

3. Infirmary care for sick students.

4. All medical services required by the student outside of the facilities of the College Infirmary are chargeable to the student.

5. **Accident Insurance:** Each student is required to participate in the Accident Group Insurance Program sponsored by the institution. This policy covers accidents which occur while the student is enrolled during the regular academic school year. This insurance carries a maximum of \$1,000.00 coverage per accident. No insurance coverage is provided during the summer.

T. A. Adams Infirmary is staffed by a Nurse and an attending Physician.

STUDENT EMPLOYMENT

Many students at Bethune-Cookman College earn part of their college expenses by part-time employment. If you need work in order to stay in college, apply to the Office of the Business Manager, located on the first floor of White Hall.

SCHOLARSHIPS

Scholarships and Loans are available to students and are awarded by the Scholarship and Loan Committee. For information, consult the College Catalogue and apply to the Chairman of the Scholarship and Loan Committee.

VETERANS

The Registrar's Office assists in counseling and advising Veterans on problems relating to their Governmental Program and in setting up necessary procedures to comply with regulations on fees, books, interruptions, reduction of course load, etc.

FOREIGN STUDENTS

Foreign students may receive guidance and counsel from the Foreign Student Advisor.

HOUSING

Housing is provided for women students on the campus in Curtis and Meigs Halls. Housing for men students is provided on the campus in Cookman Hall and in the Manor Units.

THE LIBRARY

Students should make as much use of the Library as possible. During free periods the Library is a quiet place to study and reference books are immediately available. In the general reading room are permanent collections of books needed for quick reference and open-shelf collections in various fields. Reference books may not be taken from the rooms. (See section on the Library under "Rules and Regulations").

MAIL

Mail is delivered on the campus once daily. Special delivery letters, packages and registered mail are held at the Business Office. Incoming telegrams, which arrive after the Business Office closes, are left in care of the Office of the Dean of Women, located in Curtis Hall.



ORGANIZATIONS

1. Definition:

Student Activities are those activities not specifically set up as a part of the student's course of study.

2. Classification of Student Organizations and Activities:

a. General Organizations.

Clubs, activities and organizations where the membership is not restricted because of registration in a particular department shall be designated as "General". Participation in these groups is voluntary. Programs may be national or local in scope.

(1) Student Government Association:

The Student Government Association at Bethune-Cookman College is the student governing body in matters pertaining to the common interest of the students.

(2) The Bethunia Staff.

The Bethunia is the school publication reflecting College life and activity.

(3) B.-C. "Cean" Staff.

(4) Classes.

- (a) Freshman
- (b) Sophomore
- (c) Junior
- (d) Senior

(5) Men's Senate—comprised of all men of the College.

(6) Women's Senate—Comprised of all wo-

men of the College.

- (7) Debating Society
- (8) Special Service Groups
 - (a) Band and Orchestra
 - (b) Choir
 - (c) Tra-co-Dram
 - (d) Cheer Leaders
- (10) Foreign Student's Organization

b. Departmental Clubs:

Departmental Clubs are organizations designed to give students an opportunity to help interest the broader educational implications in a given field of study and to gain professional perspective. Some of these clubs are affiliated with national organizations.

- (1) Business Club
- (2) Delta Pi Epsilon Mathematics Society
- (3) Beta Kappa Chi Scientific Society
- (4) Pi Omega Pi Honorary Business Fraternity
- (5) Literites (English Club)
- (6) Social Science Club
- (7) Science Club
- (8) Women Athletic Association
- (9) The Physical Education Major Club
- (10) The E. P. Jones Student Education Club

c. Religious Organizations:

The Religious Organizations are those groups whose primary objective is to promote spiritual growth through study, worship, service, and action.

- (1) The Methodist Student Movement
- (2) The Baptist Student Union
- (3) The Canterbury Club
- (4) Newman Club
- (5) Oxford Ministerial Club
- (6) Sunday School
- (7) Y. M. C. A.
- (8) Y. W. C. A.

d. Fraternal Organizations:

The Fraternal Organizations are national Greek letter organizations which have established chapters on the campus of Bethune-Cookman College. They are as follows:

- (1) Delta Beta Chapter of Alpha Phi Alpha Fraternity
- (2) Gamma Tau Chapter of Alpha Kappa Sorority
- (3) Delta Alpha Chapter of Delta Sigma Theta Sorority
- (4) Gamma Theta Chapter of Kappa Alpha Psi Fraternity
- (5) Omicron Epsilon Chapter of Omega Psi Phi Fraternity
- (6) Beta Upsilon Chapter of Phi Beta Sigma Fraternity
- (7) Beta Eta Chapter of Sigma Gamma Rho Sorority
- (8) Mu Beta Chapter of Zeta Phi Beta Sorority
- (9) Nu Iota Chapter of Alpha Phi Omega National Service Fraternity
- (10) Pan-Hellenic Council
- (11) Advisory Council to Greek Letter

Organizations. (This organization is administrative, not social)

e. Athletic Groups

Athletic groups are those groups whose primary purpose is to promote general interest in organized sports through intramural and inter-collegiate programs.

- (1) Football
- (2) Basketball
- (3) Tennis
- (4) Track and Field
- (5) Golf
- (6) Volley Ball
- (7) Soft Ball

f. Special Organizations:

Special organizations are those whose membership is determined on the basis of merit and achievement in a given area.

- (1) Alpha Kappa Mu Honor Society

g. Miscellaneous:

- (1) Cavaliers and Cavalettes
- (2) Mummies and Zeniths

Each student organization and activity must be registered in the Office of the Director of Student Welfare.



RULES AND REGULATIONS

General College Regulations

1. The Institution reserves the right to dismiss a student for unbecoming social behavior.

2. Upon registration, the student must declare his/her marital status. Falsification of statement in this regard may result in the student being requested to withdraw from College.

3. When a student makes plans for marriage after registration, he/she must file a notice in the Office of Student Welfare at least 10 days before the marriage, with a letter of approval from the parent or guardian. He/she must submit a certificate of marriage to the Office of Student Welfare 10 days after marriage. Failure to comply with this regulation may result in the student being asked to withdraw from the College.

4. Any student who is found guilty of bringing alcohol or narcotics on the campus or who is under the influence of either while representing the College or when attending College functions should be suspended for a period up to one year.

5. Any student found guilty of being involved in promiscuous sex relations whether it be homosexual or heterosexual, should be suspended from the institution for not less than one year.

6. Unmarried women who become pregnant while a student at Bethune-Cookman College will be suspended for a period not less

than one calendar year immediately upon official knowledge of same. The male counterpart, when properly identified as a student at Bethune-Cookman College, will receive the same penalty. Applications for re-admission must be made to the discipline committee.

7. Persons found guilty of theft, vandalism, profanity, insubordination or violating any other College policy in the dormitories or on the campus may be suspended for a period commensurate with the nature of the act.

8. Bethune-Cookman is a resident college and as such, its students are expected to live in dormitories provided for them. Exception to this policy are made for: 1. Married students. 2. Student commuting. 3. Residents of Daytona Beach. Permission for off-campus residence must be secured from the personnel Deans, approved by the President. The College supervises the housing of students living off the campus who are not residents of Daytona Beach.

9. All students are expected to attend the following activities: They are required to attend activities followed by — R

Mid-week Worship Service—R

Sunday School

Religious Emphasis Week

Community Meeting—R

Assemblies (Monday, Wednesday and Friday)—R

Founders' Day—R

Baccalaureate—R

Commencement—R

Honor Convocation—R

Note: (The letter "R" means required)

Homecoming parade participation — required of all freshmen.

Failure to attend those marked with "R" will result in disciplinary action.

10. Bethune-Cookman College seeks to safeguard the integrity of all students who are enrolled in the various curricula. It is expected that students will refrain from participating in acts which are considered irregular. Those who persist in violating any of the privileges, standards and rules of the College, who are consistently delinquent in academic responsibility, who continually neglect their financial obligations or embarrass the College in any manner, are subject to disciplinary action. This action may take one of several forms, such as the following:

WARNING: Through the Office of the Dean of Men, the Dean of Women, or the Director of Student Welfare.

PROBATION: Limiting established privileges and define certain conditions under which the student may remain in school.

SUSPENSION: Temporary severing the student's connection with the College, involving the right of the student to return at the end of a stated period with full or curtailed privileges, as decided.

Dismissal: Severing the student's connection with the College for an indeterminate period, without necessarily precluding his return.

EXPULSION: Permanent severing of the student's relation with the College. The College reserves the right to notify civil authorities whenever a student is guilty of or charged with violation of civil law.

REGULATIONS GOVERNING STUDENT ORGANIZATIONS

1. In order to establish a student organization on the campus, interested parties must file a written application with the Office of Student Welfare, outlining such information as the name, nature, and purpose of the organization. A formal statement of "permission" must be received from the Office of Student Welfare before the organization can be established.

2. Each student organization which functions on Bethune-Cookman College campus must secure a "Certificate of Authorization" by paying an initial subscription fee of \$2.00. This fee is paid one time only, but each organization is required to apply for a renewal certificate each year. Application is made to the Office of Student Welfare.

3. Before any student organization is privileged to hold a meeting or plan and conduct any program on or off-campus, an application must be made through the Office of Student Welfare on forms provided by that office. Application should be made at least 48 hours before the event is to be held.

REGULATIONS GOVERNING AUTOMOBILE OWNERS

1. All student automobile owners must register with the Office of Student Welfare their cars or any other cars which they drive and park on the campus.

2. All automobile owners are required to secure a decal, containing a number, from the Student Welfare. A fee of \$1.00 is charged for this decal and it is good for one year.

3. All automobile owners must have liability insurance policies on their cars.

4. An automobile owner must not take another student from the campus in his car without making application and filing proper information in the Personnel Dean's Office.

5. Students must park their cars in the parking areas designated for student parking.

STUDENTS

a. Develop unity, brotherhood, peace, and such other virtues as will denote men of the highest quality.

b. Develop character by maintaining clean buildings and grounds and immaculate personal attire.

1. Every male student is a member of the Men's Senate. All men are expected to attend the meetings of the Senate and participate in the discussions and activities which take place.

2. Students are to wear navy blue suits to the Sunday afternoon community meetings and on special occasions. Neatness of dress at all times is mandatory.

3. All men students, regardless of classification shall acquaint themselves with the classification policies and regulations governing young women students. In violation of any regulation affecting a young woman student, the young man is held equally guilty as the young woman he is accompanying.

4. Young men escorting young women to and from their dormitories should not linger or loiter on the steps, walks, or in areas around women's dormitories. Violation will subject the student to disciplinary action.

5. Each student shall acquaint himself and cooperate with the policies, practices and programs that are established for his residence quarters.

6. Students are expected to keep their rooms, apartments and general surroundings clean. (Periodic inspections will be made).

7. No student is privileged to move from one room to another without the consent of the Dean of Men.

8. All occupants will be held responsible for the care of the furniture and other school property. No student has the authority to move furniture without the permission of the Dean of Men.

9. Women are not allowed in the men's dormitories unless a special event has been scheduled and proper supervision provided.

10. Any male student under 21 years of age shall receive the approval of his parents or guardians before traveling to any destination unless he is an official representative of

the school.

11. In spending periods longer than 12 hours off campus, residents must obtain permission from the Dean of Men, and leave such information in his office where a signout book will be provided.

12. There is to be no smoking in the area surrounding White Hall.

13. Young men are not to sit "perched" on the back of the benches.

14. Male students who live off-campus are to consider themselves integral parts of the total educational program of the College. They may be required to live in homes approved by the College. Periodic investigations will be made of their behavior and conduct in the homes where they reside.

REGULATIONS GOVERNING WOMEN STUDENTS

1. Maintain personal cleanliness and neatness daily.

2. Keep your rooms immaculate; contribute to the orderliness of the hall in front of your door; be a good resident of the dormitory. Your room will be inspected daily by a member of the counseling staff. Citizenship is your civic responsibility.

3. Discrete quiet must be maintained at all times; speak softly and modulate your voices. Modulate music with a minimum of noise.

4. During study hours, from 7:00 to 9:30 P. M., quiet is required of all. Relax, read, rest, but be quiet.

5. All lights will be dimmed at 11:00 P. M. on weekdays and 11:30 P. M. Friday and Saturdays.

6. No guest is permitted in your room who is not a resident of the dormitory, without the knowledge of the head resident — Dean of Women.

7. Out-going and in-coming telephone calls are limited to three minutes. This policy allows someone else to have access to the telephone.

8. If you are participating in extra-curricule activities on or off the campus, the Advisor of the activity will notify the Counselor of Women of the fact and you will make this known to your Head Resident.

9. Punctuality is essential at all times.

10. At the opening of College, you will be given special regulations for freshman, sophomores, juniors, seniors and special students with respect to women's dormitories, campus homes and city residences.

11. You will be requested to have a written, signed, post marked statement from your parents or guardian before being given permission to:

a. Leave the campus overnight or over the weekend, or visit in the city.

b. To attend any specially arranged school activity or any special personal appointment which requires your leaving the campus.

These regulations hold even if you are accompanied by a friend or a member of your family who is not directly responsible for you.

You will adhere to your individual class regulations on going into the city shopping, movies, or any other form of business and entertainment.

12. You must sign the daily time sheet in your dormitory for any activity other than regular class and meals.

13. Good grooming is expected of the Bethune woman. The College uniform is required for special occasions:

Winter:

Black shoes
Attractive shade of hose
Dark blue tailored suit
white blouse

Summer:

White or black shoes
White skirt - waist dresses
On special occasions, you will be expected to wear with the blue uniform:
A hat, gloves and carry a handbag.

14. Men visitors are not permitted in the women's dormitories except at appointed hours and in the appointed rooms (lounges, parlors, etc.) Any exception to this will be designated by the Dean of Women.

15. Women will not visit the dormitories or other places of residence for men, except by similar special permission as indicated above.

16. Self-respect is essential. The use of profanity, the practice of gambling, the destruction of campus or other property, disrespect to faculty or staff, and the breaking of

established regulations will be dealt with severely.

REGULATIONS OF FAITH HALL

All students must have meal books before the first of each month or pay for each meal until the book is purchased. No refund will be made when meal book is purchased.

MEAL HOURS:

Meal hours in Faith Hall are as follows:

| | |
|-----------------|------------|
| Breakfast | 6:30-7:00 |
| Dinner | 12:00-1:00 |
| Supper | 5:00-6:00 |

Two meals are served on Sundays and holidays. They are:

| | |
|-----------------|-----------|
| Breakfast | 8:00-9:00 |
| Dinner | 1:00-2:00 |

A bag lunch will be served on these days to replace the supper meal.

Students are urged to come to meals on time.

Before the appropriate grace is sung, the following words are repeated before each meal:

"Christ is the Head of this house, the unseen Guest at every meal, and the Silent Listener to every conversation."

Morning Grace:

Come with the morning hour,
Come let us kneel and pray;
Prayer is the Christian's pilgrim staff
To walk with God all day. Amen.

Noon Grace:

Be present at our table, Lord;
Be here and everywhere adored;
With food divine may we be fed,
And satisfied with living bread. Amen.

Evening Grace:

If I have wounded any soul today,
If I have caused one foot to go astray,
If I have walked in my own willful way,
Dear Lord, forgive. Amen.

Sunday Grace:

Praise God, from Whom all blessings flow,
Praise Him, all creatures here below;
Praise Him above ye Heavenly host;
Praise Father, Son and Holy Ghost. Amen.

Meals are served cafeteria style. Upon entering the cafeteria, please read the menu board so that service may be rapid. Twenty students are admitted to the cafeteria for service at one time.

DRESS:

Appropriate attire and cleanliness are expected of all students who dine in Faith Hall. Male students must wear coats and ties to Sunday meals, except during the summer months when dress shirts and ties are permissible.

Students wearing athletic or work attire are asked not to join the line until properly dressed.

DECORUM:

Proper decorum is expected in Faith Hall at all times. Smoking, dancing, playing cards,

profanity, loud crude talking are prohibited.

Students are asked to respect the rights of others by not cutting the line in front of a fellow student. A warning is given on the first offense; upon three such warnings, administrative action is taken.

Each student is asked to remove bottles, glasses and napkins along with his tray when the meal is finished.

Only students who work in Faith Hall are allowed in the kitchen or behind the cafeteria without special permission.

Salt shakers, vinegar bottles, dishes, silver, etc., are not to be removed from Faith Hall without permission of the dietitian.

SPECIAL MEALS:

Arrangements for special guests may be made in the Office of the Business Manager.

Groups and organizations who wish to be seated together at a meal must request permission from the dietitian's office the day before the meal is to be served.

Faith Hall offers catering services to student organizations for special functions. Such functions must be approved by the Dietitian and the Business Manager. Charges will be made for the services performed and there will be no deductions because the organization is affiliated with the College. Meal tickets will not be accepted as payment of bills for special parties and banquets.

GENERAL REGULATIONS:

Lost and found articles are reported to the

dining room supervisor. The articles will be disposed of within 30 days. Faith Hall is not responsible for the safety of such articles in case of fire, theft or damage.

Suggestions concerning policies, regulations and operation of Faith Hall are welcomed by the dietitian.

LIBRARY HOURS:

Monday through Friday—7:30 A.M. ~~to 9:00 P.M.~~ 9:30 P.M.

Saturday—7:30 P.M. to 5:00 P.M.

(The Library always closes fifteen minutes before any College sponsored activity.)

1. One slip for each book to be checked out, either for use in the Library or to take out when Library closes, must be submitted to the person in charge of the desk, before desired book can be obtained.

2. Students desiring to do group study, which will necessitate conversation, may use the conference room after securing permission from the librarian on duty.

3. In fairness to each of our patrons, moderate silence is required.

4. Reserve books may be used in the Library only, during the day, but may be checked out of the Library for overnight use at 9:15 P.M. and returned before 8:00 A.M. the next morning. A reserve book may be checked out for week-end use at 4:45 P.M. on Saturday and returned before 8:00 A.M. Monday morning.

5. Reference books and periodicals are to be used ONLY in the Library.

*which are marked with a
Capital R preceding the
Call #*

Please do not put subject Readings on slip for titles. Sub. Readings are always placed on cards in all caps or red type.

6. Each student desiring a book for use from the stacks, is required to completely fill out a slip with information obtained from the cards in the card catalog, and present it to the desk attendant, before said book can be secured.

7. Students will be held responsible for the fine noted on the bottom of each type of slip which he or she signs when checking out a book.

8. All persons are required to check by the ~~classification desk~~ before leaving the Library.

door checker

GENERAL INFORMATION:

REGULATIONS GOVERNING HARRISON RHODES MEMORIAL LIBRARY

1. Familiarize yourself with the Library regulations and observe them. It is necessary to do this in order to protect the rights of all borrowers as well as the Library.

2. Periodical indexes are located in the reference room. The use of these indexes will save you much time by directing you to information found in periodicals.

3. The card catalogs, located on the south wall of the foyer, is a dictionary index of the Library, and contains cards arranged alphabetically by author, title, and subject. In the upper left hand corner of the card is located the call number, which must be included on all slips made for a book.

Please do not hesitate to ask for assistance when you need it. We welcome you to the resources of our Library.

also check books for copy numbers which are indicated by a small c and edition of books. Incorrectly listed books

1962



The CHALLENGE

BETHUNE-COOKMAN
COLLEGE

Daytona Beach, Florida

STUDENT HANDBOOK



BETHUNE-COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

26 1775 1775 1775

Printed 1957 — Revised 1962

FOREWORD

Students admitted to Bethune-Cookman College are expected to conduct themselves as good citizens in the college community. In an effort to make sure the students know what is meant by the phrase "Good Citizen" certain definite standards have been established as a guide for them. This handbook is published to provide a convenient source of information about standards, policies, activities and other essential facts which members of the B-C.C. family need to know.

By living and learning cooperatively during their college years, students can achieve unusual distinction in the development of worthwhile personality traits. The hope of the administration is that each student will share in the responsibilities and opportunities of Bethune-Cookman.

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DR. RICHARD V. MOORE
PRESIDENT

WORDS OF WELCOME FROM THE PRESIDENT

I am delighted to welcome you to membership in the Bethune-Cookman College Family. This is a high moment in your life. It is also a high moment in the life of Bethune-Cookman College. This serious and solemn occasion commits you to duties and relationships that will last as long as life itself. Your matriculation as a college student should not be—and I am sure is not being—taken lightly. It is the beginning of a life in which you will dedicate your talents to new ends. To be a college man or a college woman carries with it obligations with respect to speech, thought, conduct and purpose you cannot escape.

The action you take today is irrevocable. There is no turning back. It calls you to a lifelong search for truth, a lifelong love of learning, a lifelong concern for ideas and ideals. It also commits you to loyalty to the College. Regardless of the duration of your stay, you are now a part of Bethune-Cookman College. From this day forward, Bethune-Cookman College will be publicly identified with you, and you with Bethune-Cookman College. The College will be judged by you, praised or blamed by what you do. This Student Handbook, THE CHALLENGE, is our formal recognition that we have given you our name, have linked our future with yours, and have conferred a privilege and honor that we hope will prove to be among your dearest possessions.

In the event my office can be of assistance to you in any way during your educational sojourn on our campus, please let me hear from you.

RICHARD V. MOORE,

President

A WORD FROM THE DEAN OF INSTRUCTION

We WELCOME you to your new home. You have taken a significant step in a positive direction. The real test comes, however, with the manner in which you take the other steps necessary for the realization of your goal.

Bethune-Cookman College is dedicated to a Christian mission in an atmosphere of genuine hospitality, sound principles of morality, and a serious intellectual climate. The degree to which the ideals of the College in this mission are realized rests largely with you—your personality, your seriousness of purpose, your basic character traits and the use to which you use and develop your abilities and talents. We look forward to your presence and the potential contribution you can make to the on-going of the rich traditions developed through the years by the student-generations that have passed through our Sacred Walls.

As college students, you will be held more responsible for your own personal and educational growth. The manner in which you seek and accept advice from the more mature minds, will greatly influence your success in college and in life.

Our Office stands ready to aid you with any problems which our facilities and personnel can help solve.

We look forward to greeting each of you personally and acquainting you in more details with the opportunities and obligations which our college has to offer.

WELCOME FROM THE DIRECTOR OF STUDENT WELFARE

The Bethune-Cookman College Family welcomes you to its circle of warm and congenial friendship. It is our hope that your stay at the college will prove one of the most cherished experiences of your life. You will form friendships which will have a lasting and valuable meaning throughout your lifetime. New horizons will open up for you, and helpful experiences gained which will prepare you to live a full and abundant life.

We employ you to enter into the circle of the college family with a spirit of cooperation and usefulness. In so doing, you will grow to full stature and embody those fundamentals which make for a useful and dynamic citizenship. The legacy which was left to us by our founder and president emeritus is an inheritance of no small means. It will pay off in great dividends in the future. Her spirit serves as a motivating force to push you on to your desired goals. Select well your associates; put "first things first"; in planning your program, budget your time in good study habits; choose a limited number of extra-curricular activities in which to participate. Finally, keeping in mind at all times that you are among the selected few to pursue a higher education, and that you owe an undying responsibility to your parents, your community, your state and nation to make the world a better place in which all men may live in peace and dignity.

EDWARD R. RODRIGUEZ,



GENERAL INFORMATION

LOCATION

Bethune-Cookman College is situated at Daytona Beach, in Volusia County, Florida. The main line of the Florida East Coast Railroad passes about eight blocks from the main campus. The Florida Greyhound bus arrives at the station which is approximately eight blocks from the campus. Adequate taxicab service is available.

The College is located at the corner of Second Avenue and McLeod Street, within two blocks of business centers, churches and the theatre. The shopping centers of Daytona Beach are within a half mile of the College. The College is unique with its combination of location and educational advantages. On the East Coast, the College has within ready access forests, lakes, the Atlantic Ocean, Band Shell, Peabody Auditorium, unusual geological phenomena, ruins of the earliest Indian culture—all the resources necessary for invigorating activity and serious study. Our variety stores, Walgreen and Howard Johnson have integrated eating facilities.

HISTORICAL SKETCH

Bethune-Cookman College evolved from the merger of two Florida educational institutions—Cookman Institute of Jacksonville and the Daytona Normal and Industrial Institute of Daytona Beach.

Cookman Institute was founded in 1872 by Rev. D. S. B. Darnell. It was the first institution of higher education for Negroes in the State of Florida.

Daytona Normal and Industrial Institute was founded in 1904 by Mary McLeod Bethune. This institution was founded on faith and was maintained during its early years as a result of great struggle and hardship. Its initial purpose and organization was to provide industrial and literary training, on the elementary and high school level to girls only. Beginning with five little girls, the influence and service of this unique school grew; its plant was expanded and through the contacts and activities of its dynamic founder, it became nationally known within twenty years of its establishment.

SIGNIFICANT EVENTS

- 1872—Cookman Institute was founded by Rev. D. S. B. Darnell in Jacksonville, Florida.
- 1904—The Daytona Normal and Industrial Institute was founded by Mrs. Mary McLeod Bethune.
- 1923—Bethune-Cookman College evolved from the merger of two educational institutions (Cookman Institute of Jacksonville and the Daytona Normal and Industrial Institute of Daytona Beach.)
- 1936-1941—Particular stress was placed on the improvement of the curriculum and the standardizing of each division. Tireless efforts were given to the strengthening

- of the Teacher-Education Department.
- 1936—The High School Department was discontinued and the entire emphasis of the College and its constituency was placed on the Junior College work.
- 1941—In order to meet the need so apparent in the State, Bethune-Cookman College expanded the Teacher-Education curriculum to the four-year level, offering elementary education.
- 1942—December 15, the founder, Dr. Mary McLeod Bethune retired, becoming President-Emeritus, and James A. Colston was elected to the presidency of the institution.
- 1943—May, degrees were conferred upon the first group of four-year graduates.
- 1946—The Institution became a Senior College accredited by the State Department of Education and the Southern Association of Colleges and Secondary Schools, with a "B" rating.
- 1947—Richard V. Moore was elected to the Presidency of Bethune-Cookman College June 1.
- 1947—December, Bethune-Cookman College was duly approved by the Attorney-General for non-quota Immigrant Students in accordance with the Immigration Act of 1924.
- 1948—January, Bethune-Cookman College received an "A" rating by the State Department of Education and the Southern Association of Colleges and Secondary Schools.

- 1954—Observance of the 50th Anniversary of Bethune-Cookman College; dedication of the Moore Gymnasium.
- 1955—May 18, Dr. Mary McLeod Bethune, Founder, President-Emeritus, died.
- 1960—Admitted to full membership to the Southern Association of Colleges.
- 1960—Dedication of the Rev. S. Marion Weeks Memorial Prayer Room (second floor of White Hall).
- 1961—Dedication of the Gertrude Hotchkiss Heyn Memorial Chapel (located on first floor of White Hall).



TRADITIONS AND CUSTOMS

All members of the Bethune-Cookman College family are expected to become acquainted with the traditions of the institutions and to attend the important events which this section of your Handbook is designed to explain.

Founder's Day: October 3rd each year, when the College rededicates itself to the fundamental purpose for which the institution was founded.

Oak Street Pilgrimage: Freshmen and new students trek to the original site of the College. This event takes place during the first week of school in the Fall.

Homecoming: Alumni are formally welcomed to the campus on one football Saturday each Fall. Outdoor decoration of dormitories and other campus buildings, a parade, games, and a dance are highlights of the day. "Miss Homecoming", elected by the students, is crowned the Friday before Homecoming in a ceremony filled with pomp and dignity.

Maroon and Gold Day: Students who have achieved leadership in service and extra-curricular activities are honored in assembly. Athletes receive their letters for participating in football, basketball, track, tennis, golf and field events. Members of the Choral, Band and Dramatic Groups receive awards for outstanding achievement.

Honors Convocation: Persons who have rendered outstanding service to the College and communities are honored at this convocation, held in connection with the annual meeting of the Board of Trustees of the College.

Mid-Week Worship: A service of prayer devotion and inspiration is conducted on Wednesday by the Chaplain.

Religious Emphasis Week: During the month of March, a week is set aside for religious services held both morning and evenings, planned by the religious life committee.

Student Government Day: For one entire day, the College is administered completely by student leaders elected by the student body.

Founder's Birthday Memorial Service: On July 10 the College Family joins in services, paying tribute to the Founder's birth date, Dr. Mary McLeod Bethune.

Founder's Memorial Service: On May 18th the College Family joins in a grave-side ceremonial service honoring the Founder, Dr. Mary McLeod Bethune.

Community Meeting: Sunday afternoons at 3 o'clock, the College Family assembles with friends from the community and visitors to Daytona Beach for a cultural meeting.

Senior Consecration Service: During the commencement season, the College conducts a service at which the graduating seniors dedi-

cate themselves to usefulness. Beautiful and impressive, it represents the College emphasis on the spiritual aspect of life.

Senior-Alumni Breakfast: On the Sunday before commencement, the graduating seniors, faculty, trustees, parents and friends meet at breakfast with the Alumni in an impressive setting.

Baccalaureate Service and Commencement: All students are required to attend religious service and the formal graduation and commencement held at the end of the academic year. This same requirement obtains for the Summer session.

Junior-Senior Prom: This outstanding social event of the year is sponsored by the junior class to honor graduating seniors.

In addition to these traditional events, there are certain customs which are observed by the Bethune-Cookman College Family:

1. All students stand during the playing or singing of the Alma Mater. The same procedure is followed with respect to the Alma Mater of another school.

2. Male students wear their coats and ties to special assemblies and to social and cultural activities. Male students who disregard this practice are violating good social graces.

3. Orderliness is important. We do not litter the campus, but as good citizens remove scattered bits of paper if we see any in passing.

4. Students are asked to refrain from smok-

ing on the main areas of the campus, such as in front of White Hall, Library, etc.

5. Students are asked to refrain from loitering on the front of the campus.

6. All scheduled activities start on time; students are expected to be present before the appointed time. Punctuality is a campus tradition.

7. Visitors are welcomed when they appear on our campus. A good B-C, C, citizen offers his aid to guide a stranger on the campus and speaks a word of appreciation to visiting guests and friends.

8. Every student should know the symbolism of the campus Tombstone.

School Colors: Maroon and Gold.



ACADEMIC PROGRAM

ACADEMIC PROGRAM

Application for admission to the College must be submitted on an application blank which may be secured upon request from the Registrar. An application fee of \$10.00 (money order or check, made payable to Bethune-Cookman College) must be filed with the application blank of all new students. This fee is not refundable. A transcribe of last school attending, recommendation and health blanks must be submitted.

GRADING SYSTEM

A: Excellent, 4 grade points per semester hour; B: Good, 3 grade points per semester hour; C: Average, 2 grade points per semester hour; D: Poor, 1 grade point per semester hour; F: Failure, Minus one grade point per semester hour attempted; WF: Withdrew Failing; WP: Withdrew Passing.

(The grade point average is obtained by dividing the number of grade points by the number of semester hours attempted.) Students with a cumulative average of less than 2.00 or "C" may be put on probation or dropper. (See catalogue for details).

Withdrawal:

When a student finds it necessary to withdraw from the College during the semester, he should execute the proper forms through the Office of the Dean of the College. Failure of

the student to follow this procedure will result in an "F" for work taken and a charge for the full semester's work.

When a student is required to withdraw as the result of poor scholarship or because of disciplinary action, he forfeits his rights and privileges as a member of the College Family, as well as fees paid in advance.

HONORS AND DEAN'S LIST

1. At the end of each semester the following rosters of students who have earned the stated average while carrying a full load for that semester are prepared: Dean's list . . . Grade point average of 3.5 or above; Honor Roll . . . Grade point average of 3.25 through 3.49; Honorable Mention . . . Grade point average of 3.0 through 3.24.

2. Students are eligible for the following honors at graduation for excellence in scholarship; Cum laude . . . 3.0; Magna cum laude . . . 3.5; Summa cum laude . . 3.7. Students receiving these honors must have done at least two continuous years of residence work at Bethune-Cookman College.

CLASS ATTENDANCE

STUDENTS are expected to attend all the meetings of the courses in which they are registered. A student should not expect to receive credit for a course in which he has not been in attendance for at least seventy-five per cent of the class meetings.

OFFERINGS

(Below are basic offerings at Bethune-Cookman College)

Division of Education:

- Elementary Education
- * Professional Education
- * Kindergarten
- * Psychology and Special Education

Division of Humanities:

- * Art
- English
- * Modern Languages
- Music
- Religion and Philosophy
- * Speech

Division of Science and Mathematics:

- Biology
- Chemistry
- Mathematics
- * Physics

Division of Social Science:

- Business Education
- History
- Physical Education
- * Sociology
- Social Science
- * Bethune-Cookman College does not offer a major in this area

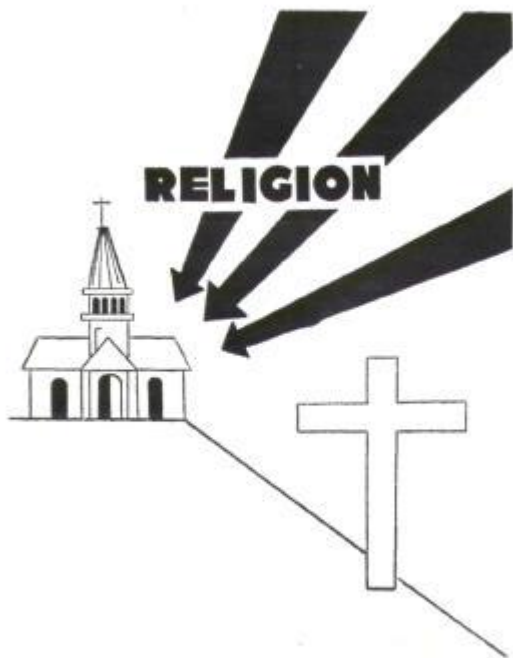
GRADUATION REQUIREMENTS

BEFORE a student is graduated by Bethune-Cookman College he must comply with the following requirements:

1. Spend at least one full year of residence in study at Bethune-Cookman College. The entire last year of study must be pursued in residence at the college.

DEGREES

STUDENTS who satisfactorily complete the four-year program will receive the Bachelor of Arts Degree in Music, Modern Language, History, English, Religion and Philosophy, Social Science—or the Bachelor of Science degree in Biology, Chemistry, Mathematics, Physical Education, Business Education or Elementary Education. (See catalogue for details.)



RELIGION

Basic in the philosophy of Bethune-Cookman College is the concept that education, combined with the Christian perspective of life, is essential to the building of men and women for leadership in any age. It is at this point that our College is committed to an ever expanding program of religious opportunities for both our students and faculty; and, indeed, our entire College Family. We use the term "program" loosely to describe our constant effort to make religion felt in every phase of college life, and not to indicate by any means that our Christian witness is bound by formality or curriculum.

Our weekly worship services are designed to attract the entire College Family to an hour of prayer and dedication, and the participants are drawn from every area of the College, including students, faculty and administrative personnel.

The S. Marion Weeks Memorial Prayer Room is located on the second floor of White Hall. It is well appointed, containing the latest in sanctuary furniture (altar, pews, carpeting, etc.) for the comfort of all who would pause for personal prayer or worship experiences for small groups.

Our College observes on an interdenominational basis the Service of Holy Communion three times each year.

We are proud of the outstanding record of

the Hackett Bible School through the years. Meeting each Sunday morning, this voluntary organization engages the cooperation of both teachers and students in weekly Bible study and varying religious activities.

Membership in the YW and YMCAs is a must at Bethune-Cookman College, giving each student the opportunity for contact with Christian students across America and in other parts of the world.

Bethune-Cookman College encourages denominational groups to organize on the campus, forming the student groups to their faiths, and giving them the feeling of home away from home. At present the Episcopal, Methodist, Catholic, and Baptist students are organized, each group having faculty sponsors.

All religious activities on the campus are coordinated through our Committee on Religious Life, made up of faculty, administrative, and student personnel, under the guidance of the College Chaplain. This committee is responsible each year for planning for the observance of Religious Emphasis Week on the campus, bringing to the College Family outstanding religious and educational personalities from all over America.



SERVICES AND FACILITIES

Student Welfare Office

This office is located on the second floor of White Hall and is operated by the Director of Student Welfare. The objectives and duties of this office are to initiate, coordinate, and supervise such programs or affairs as affect, involve, or relate to the personal, social, moral or vocational growth of the students. Among its varied activities are:

FRESHMAN ORIENTATION: The heart of this program is a week of activities provided for new students at the beginning of each semester which allows the College and the student to get an informal introduction to each other. Minor aspects of the orientation program may extend throughout the year.

GUIDANCE AND COUNSELING: The program of guidance and counseling is conducted by the members of the Personnel Department, Dean of Men, Dean of Women, and Dormitory Counselors, under the coordination of the Director of Student Welfare. While the student is expected and urged to seek first the services of his Personnel Deans or Dormitory Counselors, he is privileged to come to the Student Welfare Office for counseling at any time.

VOCATIONAL GUIDANCE: The Welfare Office has a wide variety of material dealing with occupation and the world of work. Stu-

dents are invited to explore this material as well as receive additional aid on the problem of choosing a career. During the school year, a special week is utilized in pointing up or highlighting vocational opportunities and careers.

SOCIAL ACTIVITIES: A social program for the student body is conducted by the Office of Student Welfare. It initiates some, and at other times permits student groups and organizations to plan and conduct social activities which contribute to the welfare of the whole student body.

THE CHAPLAIN'S OFFICE

The Chaplain's Office is located in Room 22 of White Hall, and is always available to each student. Whether he seeks counsel in some personal or family problem, make contact with your Minister or Church back home, desire information as to the vast opportunities in the field of Religion, or merely wish to pursue religious periodicals or chat about some part of our Religious Life Program, Please come in and feel perfectly at home.

CULTURAL OPPORTUNITIES

In addition to classroom education, Bethune-Cookman College offers a well-rounded program of cultural experiences. Many of these are in the form of extra-curricular activities for student participation. Interested and qualified persons may become members of the College Band, Choral Groups, Dramatic Group, and other organizations functioning on

the campus.

The Lyceum series brings many outstanding lecturers and concert artists to the campus.

HEALTH SERVICE

The College maintains a Health and Physical Fitness Program for all students. These services include:

1. The Physical Examination of every new student in order to advise him concerning physical defects.

2. Dispensary service for students.

3. Infirmary care for sick students.

4. All medical services required by the student outside of the facilities of the College Infirmary are chargeable to the student.

5. **Accident Insurance:** Each student is required to participate in the Accident Group Insurance Program sponsored by the institution. This policy covers accidents which occur while the student is enrolled during the regular academic school year. This insurance carries a maximum of \$1,000.00 coverage per accident. No insurance coverage is provided during the summer.

T. A. Adams Infirmary is staffed by a Nurse and an attending Physician.

STUDENT EMPLOYMENT

Many students at Bethune-Cookman College earn part of their college expenses by part-time employment. If you need work in order to stay in college, apply to the Office of the Business Manager, located on the first floor of White Hall.

SCHOLARSHIPS

Scholarships and Loans are available to students and are awarded by the Scholarship and Loan Committee. For information, consult the College Catalogue and apply to the Chairman of the Scholarship and Loan Committee.

VETERANS

The Registrar's Office assists in counseling and advising Veterans on problems relating to their Governmental Program and in setting up necessary procedures to comply with regulations on fees, books, interruptions, reduction of course load, etc.

FOREIGN STUDENTS

Foreign students may receive guidance and counsel from the Foreign Student Advisor.

HOUSING

Housing is provided for women students on the campus in Curtis and Meigs Halls. Housing for men students is provided on the campus in Cookman Hall and in the Manor Units.

THE LIBRARY

Students should make as much use of the Library as possible. During free periods the Library is a quiet place to study and reference books are immediately available. In the general reading room are permanent collections of books needed for quick reference and open-shelf collections in various fields. Reference books may not be taken from the rooms. (See section on the Library under "Rules and Regulations").

MAIL

Mail is delivered on the campus once daily. Special delivery letters, packages and registered mail are held at the Business Office. Incoming telegrams, which arrive after the Business Office closes, are left in care of the Office of the Dean of Women, located in Curtis Hall.



ORGANIZATIONS

1. Definition:

Student Activities are those activities not specifically set up as a part of the student's course of study.

2. Classification of Student Organizations and Activities:

a. General Organizations.

Clubs, activities and organizations where the membership is not restricted because of registration in a particular department shall be designated as "General". Participation in these groups is voluntary. Programs may be national or local in scope.

(1) Student Government Association:

The Student Government Association at Bethune-Cookman College is the student governing body in matters pertaining to the common interest of the students.

(2) The Bethunia Staff.

The Bethunia is the school publication reflecting College life and activity.

(3) B.-C. "Cean" Staff.

(4) Classes.

- (a) Freshman
- (b) Sophomore
- (c) Junior
- (d) Senior

(5) Men's Senate—comprised of all men of the College.

(6) Women's Senate—Comprised of all wo-

men of the College.

- (7) Debating Society
- (8) Special Service Groups
 - (a) Band and Orchestra
 - (b) Choir
 - (c) Tra-co-Dram
 - (d) Cheer Leaders
- (10) Foreign Student's Organization

b. Departmental Clubs:

Departmental Clubs are organizations designed to give students an opportunity to help interest the broader educational implications in a given field of study and to gain professional perspective. Some of these clubs are affiliated with national organizations.

- (1) Business Club
- (2) Delta Pi Epsilon Mathematics Society
- (3) Beta Kappa Chi Scientific Society
- (4) Pi Omega Pi Honorary Business Fraternity
- (5) Literites (English Club)
- (6) Social Science Club
- (7) Science Club
- (8) Women Athletic Association
- (9) The Physical Education Major Club
- (10) The E. P. Jones Student Education Club

c. Religious Organizations:

The Religious Organizations are those groups whose primary objective is to promote spiritual growth through study, worship, service, and action.

- (1) The Methodist Student Movement
- (2) The Baptist Student Union
- (3) The Canterbury Club
- (4) Newman Club
- (5) Oxford Ministerial Club
- (6) Sunday School
- (7) Y. M. C. A.
- (8) Y. W. C. A.

d. Fraternal Organizations:

The Fraternal Organizations are national Greek letter organizations which have established chapters on the campus of Bethune-Cookman College. They are as follows:

- (1) Delta Beta Chapter of Alpha Phi Alpha Fraternity
- (2) Gamma Tau Chapter of Alpha Kappa Sorority
- (3) Delta Alpha Chapter of Delta Sigma Theta Sorority
- (4) Gamma Theta Chapter of Kappa Alpha Psi Fraternity
- (5) Omicron Epsilon Chapter of Omega Psi Phi Fraternity
- (6) Beta Upsilon Chapter of Phi Beta Sigma Fraternity
- (7) Beta Eta Chapter of Sigma Gamma Rho Sorority
- (8) Mu Beta Chapter of Zeta Phi Beta Sorority
- (9) Nu Iota Chapter of Alpha Phi Omega National Service Fraternity
- (10) Pan-Hellenic Council
- (11) Advisory Council to Greek Letter

Organizations. (This organization is administrative, not social)

e. Athletic Groups

Athletic groups are those groups whose primary purpose is to promote general interest in organized sports through intramural and inter-collegiate programs.

- (1) Football
- (2) Basketball
- (3) Tennis
- (4) Track and Field
- (5) Golf
- (6) Volley Ball
- (7) Soft Ball

f. Special Organizations:

Special organizations are those whose membership is determined on the basis of merit and achievement in a given area.

- (1) Alpha Kappa Mu Honor Society

g. Miscellaneous:

- (1) Cavaliers and Cavalettes
- (2) Mummies and Zeniths

Each student organization and activity must be registered in the Office of the Director of Student Welfare.



RULES AND REGULATIONS

General College Regulations

1. The Institution reserves the right to dismiss a student for unbecoming social behavior.

2. Upon registration, the student must declare his/her marital status. Falsification of statement in this regard may result in the student being requested to withdraw from College.

3. When a student makes plans for marriage after registration, he/she must file a notice in the Office of Student Welfare at least 10 days before the marriage, with a letter of approval from the parent or guardian. He/she must submit a certificate of marriage to the Office of Student Welfare 10 days after marriage. Failure to comply with this regulation may result in the student being asked to withdraw from the College.

4. Any student who is found guilty of bringing alcohol or narcotics on the campus or who is under the influence of either while representing the College or when attending College functions should be suspended for a period up to one year.

5. Any student found guilty of being involved in promiscuous sex relations whether it be homosexual or heterosexual, should be suspended from the institution for not less than one year.

6. Unmarried women who become pregnant while a student at Bethune-Cookman College will be suspended for a period not less

than one calendar year immediately upon official knowledge of same. The male counterpart, when properly identified as a student at Bethune-Cookman College, will receive the same penalty. Applications for re-admission must be made to the discipline committee.

7. Persons found guilty of theft, vandalism, profanity, insubordination or violating any other College policy in the dormitories or on the campus may be suspended for a period commensurate with the nature of the act.

8. Bethune-Cookman is a resident college and as such, its students are expected to live in dormitories provided for them. Exception to this policy are made for: 1. Married students. 2. Student commuting. 3. Residents of Daytona Beach. Permission for off-campus residence must be secured from the personnel Deans, approved by the President. The College supervises the housing of students living off the campus who are not residents of Daytona Beach.

9. All students are expected to attend the following activities: They are required to attend activities followed by — R

Mid-week Worship Service—R

Sunday School

Religious Emphasis Week

Community Meeting—R

Assemblies (Monday, Wednesday and Friday)—R

Founders' Day—R

Baccalaureate—R

Commencement—R

Honor Convocation—R

Note: (The letter "R" means required)

Homecoming parade participation — required of all freshmen.

Failure to attend those marked with "R" will result in disciplinary action.

10. Bethune-Cookman College seeks to safeguard the integrity of all students who are enrolled in the various curricula. It is expected that students will refrain from participating in acts which are considered irregular. Those who persist in violating any of the privileges, standards and rules of the College, who are consistently delinquent in academic responsibility, who continually neglect their financial obligations or embarrass the College in any manner, are subject to disciplinary action. This action may take one of several forms, such as the following:

WARNING: Through the Office of the Dean of Men, the Dean of Women, or the Director of Student Welfare.

PROBATION: Limiting established privileges and define certain conditions under which the student may remain in school.

SUSPENSION: Temporary severing the student's connection with the College, involving the right of the student to return at the end of a stated period with full or curtailed privileges, as decided.

Dismissal: Severing the student's connection with the College for an indeterminate period, without necessarily precluding his return.

EXPULSION: Permanent severing of the student's relation with the College. The College reserves the right to notify civil authorities whenever a student is guilty of or charged with violation of civil law.

REGULATIONS GOVERNING STUDENT ORGANIZATIONS

1. In order to establish a student organization on the campus, interested parties must file a written application with the Office of Student Welfare, outlining such information as the name, nature, and purpose of the organization. A formal statement of "permission" must be received from the Office of Student Welfare before the organization can be established.

2. Each student organization which functions on Bethune-Cookman College campus must secure a "Certificate of Authorization" by paying an initial subscription fee of \$2.00. This fee is paid one time only, but each organization is required to apply for a renewal certificate each year. Application is made to the Office of Student Welfare.

3. Before any student organization is privileged to hold a meeting or plan and conduct any program on or off-campus, an application must be made through the Office of Student Welfare on forms provided by that office. Application should be made at least 48 hours before the event is to be held.

REGULATIONS GOVERNING AUTOMOBILE OWNERS

1. All student automobile owners must register with the Office of Student Welfare their cars or any other cars which they drive and park on the campus.

2. All automobile owners are required to secure a decal, containing a number, from the Student Welfare. A fee of \$1.00 is charged for this decal and it is good for one year.

3. All automobile owners must have liability insurance policies on their cars.

4. An automobile owner must not take another student from the campus in his car without making application and filing proper information in the Personnel Dean's Office.

5. Students must park their cars in the parking areas designated for student parking.

STUDENTS

a. Develop unity, brotherhood, peace, and such other virtues as will denote men of the highest quality.

b. Develop character by maintaining clean buildings and grounds and immaculate personal attire.

1. Every male student is a member of the Men's Senate. All men are expected to attend the meetings of the Senate and participate in the discussions and activities which take place.

2. Students are to wear navy blue suits to the Sunday afternoon community meetings and on special occasions. Neatness of dress at all times is mandatory.

3. All men students, regardless of classification shall acquaint themselves with the classification policies and regulations governing young women students. In violation of any regulation affecting a young woman student, the young man is held equally guilty as the young woman he is accompanying.

4. Young men escorting young women to and from their dormitories should not linger or loiter on the steps, walks, or in areas around women's dormitories. Violation will subject the student to disciplinary action.

5. Each student shall acquaint himself and cooperate with the policies, practices and programs that are established for his residence quarters.

6. Students are expected to keep their rooms, apartments and general surroundings clean. (Periodic inspections will be made).

7. No student is privileged to move from one room to another without the consent of the Dean of Men.

8. All occupants will be held responsible for the care of the furniture and other school property. No student has the authority to move furniture without the permission of the Dean of Men.

9. Women are not allowed in the men's dormitories unless a special event has been scheduled and proper supervision provided.

10. Any male student under 21 years of age shall receive the approval of his parents or guardians before traveling to any destination unless he is an official representative of

the school.

11. In spending periods longer than 12 hours off campus, residents must obtain permission from the Dean of Men, and leave such information in his office where a signout book will be provided.

12. There is to be no smoking in the area surrounding White Hall.

13. Young men are not to sit "perched" on the back of the benches.

14. Male students who live off-campus are to consider themselves integral parts of the total educational program of the College. They may be required to live in homes approved by the College. Periodic investigations will be made of their behavior and conduct in the homes where they reside.

REGULATIONS GOVERNING WOMEN STUDENTS

1. Maintain personal cleanliness and neatness daily.

2. Keep your rooms immaculate; contribute to the orderliness of the hall in front of your door; be a good resident of the dormitory. Your room will be inspected daily by a member of the counseling staff. Citizenship is your civic responsibility.

3. Discrete quiet must be maintained at all times; speak softly and modulate your voices. Modulate music with a minimum of noise.

4. During study hours, from 7:00 to 9:30 P. M., quiet is required of all. Relax, read, rest, but be quiet.

5. All lights will be dimmed at 11:00 P. M. on weekdays and 11:30 P. M. Friday and Saturdays.

6. No guest is permitted in your room who is not a resident of the dormitory, without the knowledge of the head resident — Dean of Women.

7. Out-going and in-coming telephone calls are limited to three minutes. This policy allows someone else to have access to the telephone.

8. If you are participating in extra-curricule activities on or off the campus, the Advisor of the activity will notify the Counselor of Women of the fact and you will make this known to your Head Resident.

9. Punctuality is essential at all times.

10. At the opening of College, you will be given special regulations for freshman, sophomores, juniors, seniors and special students with respect to women's dormitories, campus homes and city residences.

11. You will be requested to have a written, signed, post marked statement from your parents or guardian before being given permission to:

a. Leave the campus overnight or over the weekend, or visit in the city.

b. To attend any specially arranged school activity or any special personal appointment which requires your leaving the campus.

These regulations hold even if you are accompanied by a friend or a member of your family who is not directly responsible for you.

You will adhere to your individual class regulations on going into the city shopping, movies, or any other form of business and entertainment.

12. You must sign the daily time sheet in your dormitory for any activity other than regular class and meals.

13. Good grooming is expected of the Bethune woman. The College uniform is required for special occasions:

Winter:

Black shoes
Attractive shade of hose
Dark blue tailored suit
white blouse

Summer:

White or black shoes
White skirt - waist dresses
On special occasions, you will be expected to wear with the blue uniform:
A hat, gloves and carry a handbag.

14. Men visitors are not permitted in the women's dormitories except at appointed hours and in the appointed rooms (lounges, parlors, etc.) Any exception to this will be designated by the Dean of Women.

15. Women will not visit the dormitories or other places of residence for men, except by similar special permission as indicated above.

16. Self-respect is essential. The use of profanity, the practice of gambling, the destruction of campus or other property, disrespect to faculty or staff, and the breaking of

established regulations will be dealt with severely.

REGULATIONS OF FAITH HALL

All students must have meal books before the first of each month or pay for each meal until the book is purchased. No refund will be made when meal book is purchased.

MEAL HOURS:

Meal hours in Faith Hall are as follows:

| | |
|-----------------|------------|
| Breakfast | 6:30-7:00 |
| Dinner | 12:00-1:00 |
| Supper | 5:00-6:00 |

Two meals are served on Sundays and holidays. They are:

| | |
|-----------------|-----------|
| Breakfast | 8:00-9:00 |
| Dinner | 1:00-2:00 |

A bag lunch will be served on these days to replace the supper meal.

Students are urged to come to meals on time.

Before the appropriate grace is sung, the following words are repeated before each meal:

"Christ is the Head of this house, the unseen Guest at every meal, and the Silent Listener to every conversation."

Morning Grace:

Come with the morning hour,
Come let us kneel and pray;
Prayer is the Christian's pilgrim staff
To walk with God all day. Amen.

Noon Grace:

Be present at our table, Lord;
Be here and everywhere adored;
With food divine may we be fed,
And satisfied with living bread. Amen.

Evening Grace:

If I have wounded any soul today,
If I have caused one foot to go astray,
If I have walked in my own willful way,
Dear Lord, forgive. Amen.

Sunday Grace:

Praise God, from Whom all blessings flow,
Praise Him, all creatures here below;
Praise Him above ye Heavenly host;
Praise Father, Son and Holy Ghost. Amen.

Meals are served cafeteria style. Upon entering the cafeteria, please read the menu board so that service may be rapid. Twenty students are admitted to the cafeteria for service at one time.

DRESS:

Appropriate attire and cleanliness are expected of all students who dine in Faith Hall. Male students must wear coats and ties to Sunday meals, except during the summer months when dress shirts and ties are permissible.

Students wearing athletic or work attire are asked not to join the line until properly dressed.

DECORUM:

Proper decorum is expected in Faith Hall at all times. Smoking, dancing, playing cards,

profanity, loud crude talking are prohibited.

Students are asked to respect the rights of others by not cutting the line in front of a fellow student. A warning is given on the first offense; upon three such warnings, administrative action is taken.

Each student is asked to remove bottles, glasses and napkins along with his tray when the meal is finished.

Only students who work in Faith Hall are allowed in the kitchen or behind the cafeteria without special permission.

Salt shakers, vinegar bottles, dishes, silver, etc., are not to be removed from Faith Hall without permission of the dietitian.

SPECIAL MEALS:

Arrangements for special guests may be made in the Office of the Business Manager.

Groups and organizations who wish to be seated together at a meal must request permission from the dietitian's office the day before the meal is to be served.

Faith Hall offers catering services to student organizations for special functions. Such functions must be approved by the Dietitian and the Business Manager. Charges will be made for the services performed and there will be no deductions because the organization is affiliated with the College. Meal tickets will not be accepted as payment of bills for special parties and banquets.

GENERAL REGULATIONS:

Lost and found articles are reported to the

dining room supervisor. The articles will be disposed of within 30 days. Faith Hall is not responsible for the safety of such articles in case of fire, theft or damage.

Suggestions concerning policies, regulations and operation of Faith Hall are welcomed by the dietitian.

LIBRARY HOURS:

Monday through Friday—7:30 A.M. ~~to 9:00 P.M.~~ 9:30 P.M.

Saturday—7:30 P.M. to 5:00 P.M.

(The Library always closes fifteen minutes before any College sponsored activity.)

1. One slip for each book to be checked out, either for use in the Library or to take out when Library closes, must be submitted to the person in charge of the desk, before desired book can be obtained.

2. Students desiring to do group study, which will necessitate conversation, may use the conference room after securing permission from the librarian on duty.

3. In fairness to each of our patrons, moderate silence is required.

4. Reserve books may be used in the Library only, during the day, but may be checked out of the Library for overnight use at 9:15 P.M. and returned before 8:00 A.M. the next morning. A reserve book may be checked out for week-end use at 4:45 P.M. on Saturday and returned before 8:00 A.M. Monday morning.

5. Reference books and periodicals are to be used ONLY in the Library.

*which are marked with a
Capital R preceding the
Call #*

Please do not put subject Readings on slip for titles. Sub. Readings are always placed on cards in all caps or red type.

6. Each student desiring a book for use from the stacks, is required to completely fill out a slip with information obtained from the cards in the card catalog, and present it to the desk attendant, before said book can be secured.

7. Students will be held responsible for the fine noted on the bottom of each type of slip which he or she signs when checking out a book.

8. All persons are required to check by the ~~classification desk~~ before leaving the Library.

door checker

GENERAL INFORMATION:

REGULATIONS GOVERNING HARRISON RHODES MEMORIAL LIBRARY

1. Familiarize yourself with the Library regulations and observe them. It is necessary to do this in order to protect the rights of all borrowers as well as the Library.

2. Periodical indexes are located in the reference room. The use of these indexes will save you much time by directing you to information found in periodicals.

3. The card catalogs, located on the south wall of the foyer, is a dictionary index of the Library, and contains cards arranged alphabetically by author, title, and subject. In the upper left hand corner of the card is located the call number, which must be included on all slips made for a book.

Please do not hesitate to ask for assistance when you need it. We welcome you to the resources of our Library.

also check books for copy numbers which are indicated by a small c and edition of books. Incorrectly listed books